

JOB DESCRIPTION

JOB TITLE: Community Carer

RESPONSIBLE TO: Registered Manager

JOB SUMMARY:

1. To work as part of a team providing clients, who live within their own homes, a service that meets their individual needs.
2. To work in a manner that promotes respect, individuality, choice and the client's rights.
3. To support and enable clients to be actively involved in the running of their own home.
4. To undertake an active role in enabling and supporting each client to achieve and develop their own goals and maximise their independence to the best of their potential.

PRINCIPAL RESPONSIBILITIES

1. Providing personal care in a sensitive manner to clients living within their own home. This may include:
 - Aiding clients with a full body wash.
 - Assisting with toileting and all aspects of personal care.
 - Continence Management.
 - Assisting clients with getting up and going to bed.
 - Assisting with the use of Aids for their daily living.
2. To support and enable clients to make decisions about their own lives by working within the guidelines of their Care Plans.
3. To enable clients to receive appropriate health care and advice where necessary.
4. To assist and support clients with all areas necessary for them to live independently i.e. laundry, cleaning, shopping, bed making, clearing refuse and rubbish (or as detailed within their personalised care plans).
5. To provide assistance with preparation of meals according to the clients dietary requirements and preferences.
6. To aid with feeding where applicable.
7. To be able to communicate effectively, using different methods of communication according to the individuals needs.
8. To administer medication as needed, following Policy guidelines.

9. To be fully conversant of the clients Care Plans and to be aware of tasks and activities that should NOT be undertaken as part of their care duties.
10. To respect confidentiality and follow Policy guidelines.

Team

1. To participate in Staff, Team and regular Review Meetings as directed by the Manager. To bring forward ideas and contribute to the relevant discussions.
2. To participate fully in probation review meetings.
3. To report back to your line manager on any aspect of client care which you feels warrants investigation or urgent action.

Operational

1. To follow and implement (relevant) City Care Services Ltd Policies and Procedures at all times.
2. To carry out administrative duties related to the role including writing notes in the medication sheet, recording sheet, Care Plans and providing relevant reports.
3. To perform tasks that ensures the smooth running of the clients' home.
4. To liaise with other professionals as and when required.
5. To familiarise yourself and to comply with (at all times) the duties and responsibilities outlined in the City Care Services Health & Safety Policy.

General

1. To actively participate in regular supervisions and annual appraisals.
2. Other such duties as maybe required to commensurate with the needs of the client.

Other

1. An enhanced DBS Disclosure is required for this post.
2. To perform any other reasonable duties at the request of the line Manager.
3. This Job Description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed.

Sign: _____

Date: _____

PERSON SPECIFICATION

COMMUNITY CARER

CRITERIA	ESSENTIAL	DESIRABLE
Knowledge	Able to follow detailed instructions.	- Understanding of learning disabilities and complex needs. - Understanding of CQC framework. - Knowledge of care plans. - Knowledge of local community and facilities. - Previous experience of working within the care field. - Understanding of H&S legislation. - Knowledge of Domiciliary care.
Ability	- Good organisational skills. - Good written skills, ability to write reports. - Good communication skills. - Good interpersonal skills. - Ability to work under pressure. - Ability to deal with difficult situations. - Ability to carry out some physical activities. - To work as part of a team and on own initiative. - To provide practical tasks including house management. - Respect confidentiality.	- Worked within a customer facing environment. - Work with clients with complex needs
Attitude	- Good timekeeper - Responsible & reliable - Honest & trustworthy - Tolerant - Caring & empathetic - Professional - Flexible approach to work - Adaptable - Non judgemental	
Other	Car driver/bicycle	

Sign: _____

Date: _____